



## *Human Resource Institute*

### *Workforce Planning (Recruiting and Staffing Focus)* *Courses*

*“Advancing and Stretching  
Your Knowledge”*

#### **Courses:**

#### **Contact Hours:**

Advanced Access	3.25
Advanced Compensation	13
Advanced Consulting Skills	6.5
Advanced Excel	3.25
Advanced Metrics/Statistical Analysis/Demographics/ Surveys	6.5
Employment Law/Personnel Recruitment and Selection Process	3.25
Financial and Budgeting Concepts	6.0
Fundamentals of Benefits	13
Fundamentals of Compensation	13
Hiring the Right Person: Using a Behavioral Interviewing Technique	6.5
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Overview of Total Compensation	3.25
Recruiting, Staffing, Retaining the Workforce	13
Salary Survey Tools and Trends	3.25
Understanding Workforce Planning	3.25